



# VACANCY ANNOUNCEMENT

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**U.S. Mission** Koror

**Announcement Number:** KOROR-2023-001

**Position Title:** Office of Defense Cooperation (ODC) Coordinator

**Opening Period:** June 09, 2023 -July 07, 2023

**Series/Grade:** FSN-8

**Salary:** USD \$20, 893 (full time, annual salary)

**For More Info:** Human Resources Office: Leah Sakuma  
Contact Number: (680) 587-2920 ext. 2200  
E-mail Address: [HRKoror@state.gov](mailto:HRKoror@state.gov)

**Who May Apply:** For USEFM- FS is FP-6. Actual FS salary determined by Washington D.C.

- All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification or Public Trust

**Duration Appointment:** Indefinite subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

**Summary:** The U.S. Mission Koror is seeking eligible and qualified applicants for the position of Office of Defense Cooperation (ODC) Coordinator.

The work schedule for this position is:

- Full Time (number of hours per week – e.g. 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** In support of greater U.S. Department of State and Department of Defense (DoD) strategic diplomacy and policy goals and objectives, this position advises the Office of Defense Cooperation (ODC) Chief, administratively and financially manages the ODC, and directly coordinates with the U.S. Embassy staff in support of US DoD priorities in Palau. Supports all U.S. Indo-PACOM operations, activities, and actions in Palau. Coordinates with DoD Foreign Military Sales and Building Partner Capacity (BPC) organizations, U.S. Defense Industry, Host Nation's security sector representatives (i.e. Marine Police, Internal Security, Customs, etc.) as required.

**Qualifications and Evaluations:**

**Education:** Two years of college studies is required.

**Requirements:**

**EXPERIENCE:** At least four (4) years of progressively responsible administrative experience in the government of military sector is required.

**JOB KNOWLEDGE:** Must have knowledge in computerized budgeting/accounting programs, business administrative management, employee training and development, military training requirements, Microsoft Office (MS) applications.

**Evaluations:**

**LANGUAGE:** : English level IV (Fluent) Reading/Writing/Speaking is required. (This may be tested.)

**SKILLS AND ABILITIES:** Must possess excellent communication skills (written and verbal). Ability to research training needs, excellent organizational skills, the ability to prioritize workloads and to multi-task is required. Must be competent in MSOffice software programs. Must have a valid, current local driver's license. Must have had a valid driver's license for a minimum of five (5) years.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Other information:**

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*

- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* IMPORTANT: \* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

**Required Documents:** Please provide the required documentation listed below with your application:

To qualify based on education, you MUST submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

**All Applicants:**

- Residency and/or Work Permit
- Degree (not transcript)
- Degree with transcript
- Language Scores (if available)
- Driver's License
- Certificate or License

**Eligible Family Member Applicants:**

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email or phone call.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission Koror.

Drafted by: Leah Sakuma, HR

Cleared by: LCDR Brendan Kruse, ODC Chief

Approved by: Andrew J. McLean, Mission Deputy